

# *Ten Writing Tips for Entrepreneurs*

*used by*

## *Writing Professionals*

- 1** – *Allow mistakes in your first draft* – since you will edit everything you write don't stress yourself by attempting to make your first draft perfect, just get your words on paper.
- 2** – *Be professional* – your associates and clientele are professional business people and appreciate others with a professional attitude.
- 3** – *Capture time to write* – a writing project does not need to be finished in one time-slot, write throughout the day: write while on hold, while waiting for a meeting to start, and whenever you find yourself with waiting time.
- 4** – *Double check everything* – grammar, punctuation and facts & figures all need to be accurate. This proves your credibility as a professional.
- 5** – *Eliminate unnecessary words* – this makes what you write easier to read and you more professional.
- 6** – *Find a support group* – for moral support, for continued learning and for an honest critique.
- 7** – *Know your specific reading audience* – and write for them. A how-to-paint article for teen-agers should be written different than how-to-paint article for senior citizens.
- 8** – *Make writing appointments* – if associates or colleagues interrupt your writing time, set specific writing times for yourself then tell people you have an appointment. They do not need to know what the appointment is for.
- 9** – *Write about your project* – the best of writers can get mentally stuck; if it happens stop and write about what it is you want to write about. It helps one's focus, and actually saves time. It is an excellent cure for writer's block.
- 10** – *Delegate* – take the time to look over your list of responsibilities and prioritize them. Then delegate as much as you can giving you the time and energy to focus on what is most important.

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